


INVITATION TO BID STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING				BIDS WILL BE PUBLICLY OPENED: FEB 18, 2010 10:00 AM	
=====> VENDOR NO. : SOLICITATION : 2238310 FILE NO. : OPENING DATE : 02/18/10 <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		PURCHASING AGENCY NO. : 107001 SEE NO. 8 BELOW. RETURN BID TO <div style="text-align: right;">10:00 AM</div> <div style="display: flex; justify-content: space-between;"> 2238310 02/18/10 </div> OFFICE OF STATE PURCHASING OFFICE OF STATE PURCHASING POST OFFICE BOX 94095 BATON ROUGE, LA 70804-9095 <div style="display: flex; justify-content: space-between;"> <div> BUYER : LILLIE CHRISTOPHER BUYER PHONE : (225) 342-8024 DATE ISSUED : 01/25/10 REQ. AGENCY : 267000 </div> <div>FOLD HERE--></div> </div> <div style="text-align: center;"> DCRT-OFFICE OF TOURISM AGENCY REQ. NO. : 106788-075 ISIS REQ. NO. : 1329978 VENDOR PHONE : FISCAL YEAR : 10 CLASS/SUBCLASS : 96654 SCHEDULED BEGIN DATE : 04/01/10 SCHEDULED END DATE : 03/31/11 T-NUMBER : CRT11 </div>			
<div style="border: 1px solid black; width: 100%; height: 80px; margin-bottom: 10px;"></div> FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.					
OFFICIAL LOUISIANA HIGHWAY MAP					
TO BE COMPLETED BY VENDOR					
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).					
INSTRUCTIONS TO BIDDERS					
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. FOLD HERE--> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ . 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ SEE DETAILS ELSEWHERE IN DOCUMENT _____ 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.					
VENDOR PHONE NUMBER: FAX NUMBER:		TITLE		DATE	
SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED)			NAME OF BIDDER (TYPED OR PRINTED)		

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY. 			

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BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:
 OFFICE OF STATE PURCHASING
 P O BOX 94095
 BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING
 CLAIBORNE BUILDING, SUITE 2-160
 1201 NORTH THIRD STREET
 BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

 PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

****ATTENTION:****

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC AT THE FOLLOWING WEB SITE:
[HTTP://WWWPRD.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.ASP](http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp)
 ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2

TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.

3

PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR

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OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.

4 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER MUST SUBMIT WITH THE BID, A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED.

5 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE? YES_____

SPECIFY LINE NUMBER (S) : _____

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: _____

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES_____ NO_____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES_____ NO_____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

6 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS WILL BE CONSIDERED ONLY ON THE ANNIVERSARY DATE OF THE CONTRACT. EXCEPTIONS TO THIS WILL BE ALLOWED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.

CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR

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DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.

7 CONTRACTUAL PERIOD. THE STATE OF LOUISIANA INTENDS TO AWARD ALL ITEMS FOR AN INITIAL PERIOD, NOT TO EXCEED 12 MONTHS. DELAYS IN AWARDED, BEYOND THE ANTICIPATED STARTING DATE, MAY RESULT IN A CHANGE IN THE CONTRACT PERIOD. IF THE SITUATION OCCURS, AN AWARD MAY BE MADE FOR LESS THAN 12 MONTHS.

8 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS IS MORE OR LESS THAN THE QUANTITIES SHOWN.

9 CERTIFICATION OF NO SUSPENSION OR DEBARMENT. BY SIGNING AND SUBMITTING ANY BID FOR \$100,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN OMB CIRCULAR A-133.

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT WWW.EPLS.GOV

10 SPECIFICATIONS FOR THE OFFICIAL LOUISIANA HIGHWAY MAP FOR THE DEPT. OF TRANSPORTATION AND DEVELOPMENT AND THE OFFICE OF CULTURE, RECREATION AND TOURISM

PAPER STOCK: MAPS ARE TO BE PRINTED ON WHITE, SMOOTH FINISH, 60-LB. NO. 2 UNCOATED OFFSET. THE CURRENT COMPETITIVE GRADE FINDER, NORTH AMERICAN EDITION WILL BE USED AS A GUIDE IN DETERMINING WHETHER THE PAPER BID MEETS THE GRADE AND OTHER SPECIFICATIONS REQUIRED. RECYCLED PAPER IS NOT ACCEPTABLE. THE PAPER STOCK SHALL BE OF THE HIGHEST QUALITY TO GUARANTEE A FIRST CLASS PRODUCT. THE PAPER STOCK SHALL POSSES SATISFACTORY STRENGTH, OPACITY AND HIGH MOISTURE CONTENT FOR BETTER FOLDING QUALITIES. A STOCK OF INTERIOR QUALITY WILL NOT BE ACCEPTED.

STATE BRAND/MANUFACTURE OF PAPER BID: _____

BIDDER IS REQUESTED TO SUBMIT SAMPLE OF PROPOSED PAPER WITH BID ALONG WITH MILL SPECIFICATIONS.

BIDDER SHOULD ALSO SUBMIT WITH BID A SAMPLE OF AT LEAST ONE FULL-SIZE COMPARABLE PROJECT.

PRESS INK: THE INKS USED SHALL BE OF THE BEST COMMERCIAL QUALITY SUITABLE FOR OBTAINING SHARP CLEAR REPRODUCTION IN THE SPECIFIED COLORS. THE INK SHALL WITHSTAND REASONABLE ABRASION AND SHALL NOT FLAKE OR SMEAR WHEN THE PRINTED COPIES HAVE DRIED. THE CONTRACTOR

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<p>SHALL ADHERE TO THE PAPER MANUFACTURE'S RECOMMENDATIONS TO THE APPLICATION OF INK FOR THE PAPER USED. TIGHT QUALITY CONTROL OF PROCESS COLOR SHALL BE STRICTLY ENFORCED TO ASSURE COLOR ACCURACY AND CONSISTENCY. CORRECTIONS FOR PRESS CONDITIONS THAT MAY AFFECT INK DURING PRINTING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.</p> <p>COLORS: FOUR COLOR (CMYK) PROCESS PRINTING. PANTONE PROCESS COLORS CMYK VALUES AS FOLLOWS:</p> <table> <tr> <td>0,0,0,0</td> <td></td> </tr> <tr> <td>DS 1-3 U</td> <td>0,0,100,0</td> </tr> <tr> <td>DS 1-5 U</td> <td>0,0,70,0</td> </tr> <tr> <td>DS 1-6 U</td> <td>0,0,55,0</td> </tr> <tr> <td>DS 1-7 U</td> <td>0,0,40,0</td> </tr> <tr> <td>DS 1-8 U</td> <td>0,0,25,0</td> </tr> <tr> <td>DS 5-4 U</td> <td>0,10,100,0</td> </tr> <tr> <td>DS 5-5 U</td> <td>0,10,50,0</td> </tr> <tr> <td>DS 5-7 U</td> <td>0,5,25,0</td> </tr> <tr> <td>DS 5-9 U</td> <td>0,3,15,0</td> </tr> <tr> <td>DS 7-7 U</td> <td>0,5,25,10</td> </tr> <tr> <td>DS 7-9 U</td> <td>0,3,15,10</td> </tr> <tr> <td>DS 9-9 U</td> <td>5,3,10,0</td> </tr> <tr> <td>DS 19-2 U</td> <td>0,30,100,10</td> </tr> <tr> <td>DS 29-5 U</td> <td>10,25,50,0</td> </tr> <tr> <td>DS 29-9 U</td> <td>5,5,10,0</td> </tr> <tr> <td>DS 35-9 U</td> <td>0,5,10,15</td> </tr> <tr> <td>DS 36-1 U</td> <td>0,60,100,0</td> </tr> <tr> <td>DS 36-9 U</td> <td>0,10,15,0</td> </tr> <tr> <td>DS 42-2 U</td> <td>30,60,100,30</td> </tr> <tr> <td>DS 47-2 U</td> <td>10,60,100,15</td> </tr> <tr> <td>DS 47-4 U</td> <td>10,40,70,10</td> </tr> <tr> <td>DS 73-1 U</td> <td>0,100,100,0</td> </tr> <tr> <td>DS 97-5 U</td> <td>0,60,40,0</td> </tr> <tr> <td>DS 97-7 U</td> <td>0,40,30,0</td> </tr> <tr> <td>DS 98-4 U</td> <td>0,70,50,5</td> </tr> <tr> <td>DS 157-3 U</td> <td>25,95,0,10</td> </tr> <tr> <td>DS 168-1 U</td> <td>60,100,0,0</td> </tr> <tr> <td>DS 169-2 U</td> <td>50,85,0,10</td> </tr> <tr> <td>DS 176-5 U</td> <td>40,50,0,0</td> </tr> <tr> <td>DS 176-6 U</td> <td>30,35,0,0</td> </tr> <tr> <td>DS 176-9 U</td> <td>5,5,0,0</td> </tr> <tr> <td>DS 177-9 U</td> <td>5,5,0,3</td> </tr> <tr> <td>DS 184-3 U</td> <td>75,75,0,0</td> </tr> <tr> <td>DS 184-4 U</td> <td>65,65,0,0</td> </tr> <tr> <td>DS 184-8 U</td> <td>25,25,0,0</td> </tr> <tr> <td>DS 185-7 U</td> <td>35,35,0,3</td> </tr> <tr> <td>DS 185-8 U</td> <td>25,25,0,3</td> </tr> <tr> <td>DS 204-1 U</td> <td>100,60,0,10</td> </tr> <tr> <td>DS 208-1 U</td> <td>100,50,0,10</td> </tr> <tr> <td>DS 211-4 U</td> <td>70,35,10,0</td> </tr> <tr> <td>DS 211-6 U</td> <td>50,20,10,0</td> </tr> <tr> <td>DS 211-9 U</td> <td>20,3,3,0</td> </tr> <tr> <td>DS 214-2 U</td> <td>85,35,0,0</td> </tr> <tr> <td>DS 218-1 U</td> <td>90,50,5,0</td> </tr> <tr> <td>DS 218-6 U</td> <td>40,10,3,0</td> </tr> <tr> <td>DS 221-6 U</td> <td>50,15,0,0</td> </tr> </table>				0,0,0,0		DS 1-3 U	0,0,100,0	DS 1-5 U	0,0,70,0	DS 1-6 U	0,0,55,0	DS 1-7 U	0,0,40,0	DS 1-8 U	0,0,25,0	DS 5-4 U	0,10,100,0	DS 5-5 U	0,10,50,0	DS 5-7 U	0,5,25,0	DS 5-9 U	0,3,15,0	DS 7-7 U	0,5,25,10	DS 7-9 U	0,3,15,10	DS 9-9 U	5,3,10,0	DS 19-2 U	0,30,100,10	DS 29-5 U	10,25,50,0	DS 29-9 U	5,5,10,0	DS 35-9 U	0,5,10,15	DS 36-1 U	0,60,100,0	DS 36-9 U	0,10,15,0	DS 42-2 U	30,60,100,30	DS 47-2 U	10,60,100,15	DS 47-4 U	10,40,70,10	DS 73-1 U	0,100,100,0	DS 97-5 U	0,60,40,0	DS 97-7 U	0,40,30,0	DS 98-4 U	0,70,50,5	DS 157-3 U	25,95,0,10	DS 168-1 U	60,100,0,0	DS 169-2 U	50,85,0,10	DS 176-5 U	40,50,0,0	DS 176-6 U	30,35,0,0	DS 176-9 U	5,5,0,0	DS 177-9 U	5,5,0,3	DS 184-3 U	75,75,0,0	DS 184-4 U	65,65,0,0	DS 184-8 U	25,25,0,0	DS 185-7 U	35,35,0,3	DS 185-8 U	25,25,0,3	DS 204-1 U	100,60,0,10	DS 208-1 U	100,50,0,10	DS 211-4 U	70,35,10,0	DS 211-6 U	50,20,10,0	DS 211-9 U	20,3,3,0	DS 214-2 U	85,35,0,0	DS 218-1 U	90,50,5,0	DS 218-6 U	40,10,3,0	DS 221-6 U	50,15,0,0
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<table border="0"> <tr> <td style="width: 10%;"></td> <td style="width: 30%;">DS 222-4 U</td> <td style="width: 30%;">80,25,0,5</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td>DS 225-4 U</td> <td>75,15,0,0</td> <td></td> </tr> <tr> <td></td> <td>DS 225-5 U</td> <td>50,10,0,0</td> <td></td> </tr> <tr> <td></td> <td>DS 225-8 U</td> <td>25,5,0,0</td> <td></td> </tr> <tr> <td></td> <td>DS 233-1 U</td> <td>100,0,0,10</td> <td></td> </tr> <tr> <td></td> <td>DS 233-2 U</td> <td>85,0,0,10</td> <td></td> </tr> <tr> <td></td> <td>DS 247-7 U</td> <td>35,0,10,3</td> <td></td> </tr> <tr> <td></td> <td>DS 247-9 U</td> <td>10,0,3,3</td> <td></td> </tr> <tr> <td></td> <td>DS 255-8 U</td> <td>20,0,10,3</td> <td></td> </tr> <tr> <td></td> <td>DS 260-1 U</td> <td>100,0,60,20</td> <td></td> </tr> <tr> <td></td> <td>DS 271-4 U</td> <td>60,0,55,5</td> <td></td> </tr> <tr> <td></td> <td>DS 275-2 U</td> <td>85,0,85,10</td> <td></td> </tr> <tr> <td></td> <td>DS 275-8 U</td> <td>25,0,25,3</td> <td></td> </tr> <tr> <td></td> <td>DS 276-1 U</td> <td>100,0,100,20</td> <td></td> </tr> <tr> <td></td> <td>DS 288-7 U</td> <td>20,0,30,10</td> <td></td> </tr> <tr> <td></td> <td>DS 297-5 U</td> <td>25,0,50,30</td> <td></td> </tr> <tr> <td></td> <td>DS 299-8 U</td> <td>5,0,15,3</td> <td></td> </tr> <tr> <td></td> <td>DS 300-9 U</td> <td>3,0,5,10</td> <td></td> </tr> <tr> <td></td> <td>DS 305-8 U</td> <td>5,0,20,20</td> <td></td> </tr> <tr> <td></td> <td>DS 309-5 U</td> <td>10,0,50,0</td> <td></td> </tr> <tr> <td></td> <td>DS 310-4 U</td> <td>10,0,100,5</td> <td></td> </tr> <tr> <td></td> <td>DS 313-6 U</td> <td>35,30,60,0</td> <td></td> </tr> <tr> <td></td> <td>DS 313-7 U</td> <td>30,20,50,0</td> <td></td> </tr> <tr> <td></td> <td>DS 315-3 U</td> <td>40,30,100,30</td> <td></td> </tr> <tr> <td></td> <td>DS 325-1 U</td> <td>0,0,0,100</td> <td></td> </tr> <tr> <td></td> <td>DS 325-5 U</td> <td>0,0,0,50</td> <td></td> </tr> <tr> <td></td> <td>DS 325-6 U</td> <td>0,0,0,40</td> <td></td> </tr> <tr> <td></td> <td>DS 325-7 U</td> <td>0,0,0,25</td> <td></td> </tr> <tr> <td></td> <td>DS 325-8 U</td> <td>0,0,0,15</td> <td></td> </tr> <tr> <td></td> <td>DS 331-3 U</td> <td>3,10,0,20</td> <td></td> </tr> </table> <p>MATERIALS TO BE FURNISHED: THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING AND PROGRAMMING, SHALL FURNISH THE CONTRACTOR THE FOLLOWING MATERIALS TO BE USED IN PROCESSING THE MAPS: CD-ROM CONTAINING DIGITAL GRAPHIC FILES OF COMPOSITE OR 4 COLOR SEPARATES AND IMAGES USED ON THE MAP. GRAPHIC FILE FORMATS ARE PDF OR POSTSCRIPT. IMAGES ARE JPEG OR TIFF. A LIST OF TYPE FONTS AND SIZES MAY BE FURNISHED.</p> <p>WORK TO BE DONE: THE WORK TO BE PERFORMED REQUIRES THE CONTRACTOR TO CREATE ALL RELATIVE MATERIALS NEEDED TO COMPLETE PRINTING FROM MATERIALS SUPPLIED BY THE DEPARTMENT OF TRANSPORTATION & DEVELOPMENT, OFFICE OF PLANNING AND PROGRAMMING. THE CONTRACTOR SHALL INSERT IMAGES AND THE REQUIRED STATEMENT DECLARING THE COST TO PRINT EACH DOCUMENT AND THE PRINTER'S INFORMATION. ANY COSTS OR EXPENSES INCURRED FOR ADJUSTMENTS IN PROCESS PRINTING DUE TO VARIABLES SUCH AS HUMIDITY, INCORRECT SCREEN TINTS, USE OF COMPUTER TO PLATE VS. ANALOG/FILM BASED TECHNOLOGY, DOT SHAPE, RUN SEQUENCE, INK FILM DENSITY, COLOR REGISTRATION, PLATE QUALITY, INK COLOR ACCURACY, PRESS COLOR CONTROL, DEGREE OF DOT GAIN IN FILM, PLATES AND ON PRESS AND GENERAL PRESSMANSHIP NEEDED TO COMPLY WITH THE CONTRACTOR'S EQUIPMENT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. QUALITY OF PRODUCTION SUPPLIED UNDER THIS CONTRACT SHALL BE OF THE FINEST QUALITY. THE PRINTING MUST BE CLEAN, CLEAR AND SHARP. INACCURATE REGISTER OR FAULTY PRODUCTION WILL NOT BE ACCEPTABLE UNDER ANY CIRCUMSTANCES.</p>					DS 222-4 U	80,25,0,5			DS 225-4 U	75,15,0,0			DS 225-5 U	50,10,0,0			DS 225-8 U	25,5,0,0			DS 233-1 U	100,0,0,10			DS 233-2 U	85,0,0,10			DS 247-7 U	35,0,10,3			DS 247-9 U	10,0,3,3			DS 255-8 U	20,0,10,3			DS 260-1 U	100,0,60,20			DS 271-4 U	60,0,55,5			DS 275-2 U	85,0,85,10			DS 275-8 U	25,0,25,3			DS 276-1 U	100,0,100,20			DS 288-7 U	20,0,30,10			DS 297-5 U	25,0,50,30			DS 299-8 U	5,0,15,3			DS 300-9 U	3,0,5,10			DS 305-8 U	5,0,20,20			DS 309-5 U	10,0,50,0			DS 310-4 U	10,0,100,5			DS 313-6 U	35,30,60,0			DS 313-7 U	30,20,50,0			DS 315-3 U	40,30,100,30			DS 325-1 U	0,0,0,100			DS 325-5 U	0,0,0,50			DS 325-6 U	0,0,0,40			DS 325-7 U	0,0,0,25			DS 325-8 U	0,0,0,15			DS 331-3 U	3,10,0,20	
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TRIM SIZE: THE TRIM SIZE OF ALL PRINTED MAP SHEETS SHALL BE AS FOLLOWS:

THIRTY-TWO (32") IN WIDTH (EAST AND WEST). TWENTY SIX (26 ") IN HEIGHT (NORTH AND SOUTH) .

THE FINISHED MAP MUST BE CENTERED WITHIN THE FINISHED TRIM SIZE. IF THE PAPER USED BY THE CONTRACTOR FOR THE PRODUCTION OF THE FINISHED PRINT MAP IS LARGER THAN THE REQUIRED SPECIFIED SIZE, ALL SHEETS SHALL BE GUILLOTINE TRIMMED BY THE CONTRACTOR TO THE REQUIRED SIZE.

FINISHED MAPS SHALL BE SQUARE WITH THE TOP, BOTTOM AND SIDE EDGES, STRAIGHT AND PARALLEL TO THE BORDERLINES.

INSPECTION OF PROOFS: THE CONTRACTOR SHALL FURNISH THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING & PROGRAMMING, THREE (3) HIGH RESOLUTION CONTRACT COLOR PROOF SHEETS OF EACH SIDE OF THE MAP AND ONE PROOF TRIMMED AND FOLDED ACCORDING TO SPECIFICATIONS FOR THE PURPOSE OF ESTABLISHING SPECIFIED STANDARDS FOR USE DURING THE ACTUAL PRESS RUN. THESE PROOF SHEETS SHALL BE SENT WITHIN TEN (10) BUSINESS DAYS OF RECEIVING THE INITIAL MAP PURCHASE ORDER TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AGENCY CONTACT.

THESE PROOF SHEETS MUST BE REVIEWED AND APPROVED BY THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING AND PROGRAMMING, THE OFFICE OF CULTURE, RECREATION AND TOURISM, AND THE OFFICE OF STATE PURCHASING WITHIN TEN (10) BUSINESS DAYS TO ASSURE PROMPT DELIVERY OF THE ORDER. SHOULD ANY CHANGES OR CORRECTIONS BE NECESSARY DUE TO PRINTER'S ERROR, THEY SHALL BE MADE AT THE CONTRACTOR'S EXPENSE. THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING AND PROGRAMMING, SHALL RETURN A MASTER PROOF SHEET TO THE CONTRACTOR INDICATING NECESSARY CHANGES AND/OR CORRECTIONS. WHEN CORRECTIONS HAVE BEEN MADE, THE CONTRACTOR SHALL FURNISH THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING AND PROGRAMMING, A SECOND THREE (3) HIGH RESOLUTION CONTRACT COLOR PROOF SHEETS WITHIN FIVE (5) BUSINESS DAYS OF RECEIVING THE MASTER PROOF SHEET. FINAL APPROVAL IS REQUIRED BEFORE THE ACTUAL PRESS RUN.

IF A REPRESENTATIVE FROM THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT IS PRESENT FOR THE ACTUAL PRESS RUN, THE CONTRACTOR SHALL FURNISH FIVE (5) FINAL MAKE READY PRESS PROOF SHEETS FOR THE PURPOSE OF ESTABLISHING SPECIFIED STANDARDS FOR USE DURING THE ACTUAL PRESS RUN. THESE PRESS SHEETS ARE TO ENSURE STANDARDS TO BE MAINTAINED THROUGHOUT THE ENTIRE RUN. PRESS SHEETS MUST CONTAIN CONTROL BARS FOR EACH COLOR OF INK ON THE SHEET. CONTROL BARS MUST BE PLACED PARALLEL TO THE PRESS'S INK ROLLERS. THE CONTROL BARS MUST SHOW AREAS CONSISTING OF 5 X 5 MM (3/16" X 3/16") MINIMUM SOLID COLOR PATCHES; TINT PATCHES OF 25, 50, 75% DOT GAIN SCALE AND GRAY BALANCE PATCHES FOR PROCESS COLOR. THESE AREAS MUST BE REPEATED ACROSS THE ENTIRE PRESS SHEET. WHEN THE PROOF SHEET IS APPROVED, THE PRESS RUN WILL BEGIN.

IF A REPRESENTATIVE FROM THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT IS NOT PRESENT FOR THE ACTUAL PRESS RUN, THE CONTRACTOR SHALL FURNISH FIVE (5) FINAL MAKE READY PRESS PROOF SHEETS FOR THE

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<p>PURPOSE OF ESTABLISHING SPECIFIED STANDARDS FOR USE DURING THE ACTUAL PRESS RUN. THESE PRESS SHEETS MUST CONTAIN CONTROL BARS FOR EACH COLOR OF INK ON THE SHEET. CONTROL BARS MUST BE PLACED PARALLEL TO THE PRESS'S INK ROLLERS. THE CONTROL BARS MUST SHOW AREAS CONSISTING OF 5 X 5 MM (3/16" X 3/16") MINIMUM SOLID COLOR PATCHES; TINT PATCHES OF 25, 50, 75% DOT GAIN SCALE AND GRAY BALANCE PATCHES FOR PROCESS COLOR. THESE AREAS MUST BE REPEATED ACROSS THE ENTIRE PRESS SHEET. THE PRESS RUN WILL CONTINUE WHILE THESE PRESS PROOF SHEETS ARE SENT OVERNIGHT TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AGENCY CONTACT.</p> <p>SHOULD ANY ADJUSTMENTS OR CHANGES BE NECESSARY DUE TO PRINTER'S ERROR DURING THE RUN, A DETERMINATION OF WHETHER TO HOLD THE PRESS RUN WILL BE MADE AT THAT TIME. THE ADJUSTMENTS OR CHANGES SHALL BE MADE AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL PROVIDE TWO (2) ADDITIONAL PRESS PROOF SHEETS AFTER EVERY 30,000 MAPS TO ENSURE STANDARDS ARE MAINTAINED THROUGHOUT THE PRESS RUN. THESE PRESS PROOF SHEETS SHALL BE SENT OVERNIGHT TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AGENCY CONTACT.</p> <p>AUTHOR'S ALTERATIONS: ALTERATIONS ARE CHANGES MADE TO THE PROOFS THAT ARE DIFFERENT FROM THE ORIGINAL MATERIAL PROVIDED OR FROM PREVIOUS PROOFS. CORRECTIONS OR ERRORS MARKED BY AUTHOR DUE TO PRINTER'S ERRORS ARE TO BE CORRECTED AT THE CONTRACTOR'S EXPENSE (NOT TO BE CHARGED). ANY COSTS INCURRED BY THE CONTRACTOR FOR CREATION OF FILMS, PLATES, IMAGES BEFORE FINAL PROOF APPROVAL SHALL NOT BE SUBJECT TO ADDITIONAL CHARGES BEYOND THE BID QUOTE EXCEPT AS STATED BELOW. THE CONTRACTOR MUST PROVIDE THE OFFICE OF STATE PURCHASING AN ESTIMATE OF COST FOR THE ALTERATIONS AND RECEIVE WRITTEN APPROVAL TO PROCESS PRIOR TO BEGINNING WORK.</p> <p>A. ALTERATIONS FOR TYPE: A PER LINE CHARGE WILL BE ALLOWED FOR EACH LINE OF TYPE THAT IS REVISED DUE TO THE CHANGE MADE IN PROOF. THIS CHARGE MAY INCLUDE TYPESETTING AND MAKING THE CORRECTION ON THE ORIGINAL CAMERA-READY COPY. A MINIMUM CHARGE OF FIFTEEN TOTAL LINES PER ORDER WILL BE ALLOWED.</p> <p>B. ARTWORK: A PER HOUR CHARGE FOR ARTWORK WILL BE ALLOWED SHOULD THE CONTRACTOR BE REQUIRED TO MAKE ANY CORRECTIONS OR CHANGES OR ADD SYMBOLS, LOGOS, ROADWAYS, WATERWAYS, ETC.</p> <p>FOLDING: WHEN THE CONTRACTOR HAS RECEIVED FINAL APPROVAL ON PROOFS AND HAS SUCCESSFULLY PRINTED THE LOUISIANA OFFICIAL HIGHWAY MAP, THE MAPS SHALL BE FOLDED BY THE FOLLOWING SPECIFICATIONS:</p> <p>FINAL FOLDED SIZE IS TO BE OF EQUAL SECTIONS APPROXIMATELY 4.0" X 8.6". THIS WILL BE SEVEN (7) VERTICAL ACCORDION FOLDS AND TWO (2) HORIZONTAL FOLDS. THE FOLDS SHALL BE STRAIGHT AND NEAT SO THAT UNDERLYING SECTIONS DO NOT EXTEND BEYOND THE COVERS. NO CREASING BETWEEN FOLDS WILL BE ACCEPTED. THIS IS CRITICAL AND WILL BE STRICTLY ENFORCED.</p> <p>BANDING & PACKAGING: MAPS TO BE BANDED TWENTY-FIVE (25) PER BUNDLE WITH TEN (10) BUNDLES PER EACH CARTON FOR A TOTAL OF TWO HUNDRED AND FIFTY (250) MAPS PER CARTON. BANDS SHALL CONSIST OF KRAFT PAPER, STRING TIES, OR PLASTIC STRAPS AND BE OF SUFFICIENT STRENGTH TO</p>			

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WITHSTAND NORMAL HANDLING.

ALL SHIPMENTS WILL REQUIRE CARTONS TO BE BANDED AND/OR WRAPPED ON "PALLETS" A MINIMUM OF 38-1/2 INCHES WIDE, 46-1/2" INCHES DEEP OR A MAXIMUM OF 40 INCHES WIDE AND 48 INCHES DEEP, LOADED MAXIMUM WEIGHT PER PALLET, 4,000 POUNDS; HOLES FOR FORKLIFT INSERTION MUST BE LOCATED ON LONGER SIDE (38-1/2" OR 40"). PALLETS SHALL BE OF GOOD QUALITY, STRINGER-CLASS, DOUBLE FACE, NON-REVERSIBLE, PARTIAL 4-WAY MULTIPLE USE AND OF IDENTICAL DIMENSION. PALLETS MUST BE CAPABLE OF BEING STACKED AT LEAST TWO PALLETS HIGH. UNDER NO CIRCUMSTANCE WILL SKIDS BE ACCEPTED.

DOUBLE-WALLED OUTER CARTON PACKAGING IS REQUIRED. CARTON MUST BE OF STRENGTH TO WITHSTAND HANDLING BY FREIGHT LINES WITHOUT BURSTING OR CRUSHING. CONTRACTOR WILL BE RESPONSIBLE FOR REPLACING ANY MAPS DAMAGED IN SHIPMENT. ALL PRICES INCLUDE THE COST OF PREPARING SHIPPING BUNDLES, PACKING AND SEALING SHIPPING CONTAINERS, AND MARKING EACH SHIPPING BUNDLES OR CONTAINERS BY PRINTING, STENCILING, OR LABELING WITH THE PURCHASE ORDER NUMBER, CONTENTS AND QUANTITY. EACH CARTON SHALL BE MARKED BY PRINTING, STENCILING, OR LABELING THE MAP EDITION, MAP NAME, AND QUANTITY SUCH AS "2010 OFFICIAL LOUISIANA HIGHWAY MAP - 250/BOX". ALL MATERIALS, WHICH WILL BE REQUIRED INCLUDING SHIPPING CONTAINERS, ARE TO BE FURNISHED BY THE CONTRACTOR. THE COST OF SUCH MATERIALS IS TO BE INCLUDED IN THE PRICED INDICATED.

NOTICE OF SHIPMENT: THE CONTRACTOR SHALL PROVIDE NOTICE BY TELEPHONE OR EMAIL TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING AND PROGRAMMING, BEFORE SHIPMENT OF PROOF SHEETS FOR APPROVAL.

THE CONTRACTOR SHALL PROVIDE NOTICE BY TELEPHONE OR EMAIL TO THE AGENCY CONTACT LISTED BELOW BEFORE SHIPMENT OF EACH AGENCY'S ORDER WITH AN ESTIMATED DELIVERY DATE (THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OR THE OFFICE OF CULTURE, RECREATION AND TOURISM).

STATE AGENCY CONTACT INFORMATION:

OFFICE OF STATE PURCHASING
LILLIE CHRISTOPHER
1201 NORTH THIRD STREET, SUITE 2-160
BATON ROUGE, LA 70802
PHONE: 225/342-8024
EMAIL: LILLIE.CHRISTOPHER@LA.GOV

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DARRYL MACK
1201 CAPITOAL ACCESS ROAD
OFFICE OF PLANNING AND PROGRAMMING, SECTION 85 - ROOM 200-C
BATON ROUGE, LA 70802
PHONE: 225/379-1283
EMAIL: DARRYL.MACK@LA.GOV

OFFICE OF CULTURE, RECREATION, AND TOURISM
DELINDA JOSEPH
1051 NORTH THIRD STREET
CAPITOL ANNEX BLDG., 3RD FLOOR

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BATON ROUGE, LA 70802
PHONE: 225/342-8124
EMAIL: DJOSEPH@CRT.STATE.LA.US

NOTE: THE CURRENT CONTACTS FOR EACH STATE AGENCY ARE LISTED ABOVE.

ALL PROOF SHEETS AND ANY CORRESPONDENCE CONCERNING THE INITIAL PREPARATION OF THE MAP SHALL BE SENT TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING AND PROGRAMMING, AGENCY CONTACT.

ALL MAP ORDERSS SHALL BE DELIVERED TO THE WAREHOUSE LOCATIONS LISTED IN THE DELIVERY SPECIFICATIONS.

PREVIOUS USAGE:

DATES OF SERVICE	QUANTITY PRINTED
04/2005	200M
05/2005	500M
12/2005	600M
08/2007	600M
11/2009	281M

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GENERAL TERMS AND CONDITIONS FOR
THE OFFICIAL LOUISIANA HIGHWAY MAP

SUBLETTING CONTRACT: THE CONTRACTOR AWARDED ANY CONTRACT SET OUT IN THESE SPECIFICATIONS MUST BE SUFFICIENTLY EQUIPPED TO DO ALL THE WORK AND FURNISH THE ITEMS IN SUCH CONTRACT SPEEDILY AND WITHOUT UNNECESSARY DELAY, AND SHALL NOT ASSIGN, TRANSFER, OR SUBLET THIS CONTRACT, OR ANY PORTION THEREOF, TO ANY OTHER PERSON, FIRM, OR CORPORATION, WITHOUT FIRST NOTIFYING THE LOUISIANA OFFICE OF STATE PURCHASING IN WRITING WHO THE SUBCONTRACTOR WILL BE. FULL DISCLOSURE AND AVAILABILITY TO SUB-CONTRACTORS WILL BE REQUIRED. IF SUB-CONTRACTORS ARE APPROVED BY OFFICE OF STATE PURCHASING THEN THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR THE WORK OF ANY SUB-CONTRACTORS AND SHALL SEE THAT THE WORK IS DONE WITHOUT UNNECESSARY DELAY IN A GOOD WORKMANSHIP LIKE MANNER, AND THAT ALL NECESSARY PRIORITY OVER OTHER WORK IS GIVEN.

THE CONTRACTOR SHALL NOT BE RELIEVED OF ANY OBLIGATION TO THE STATE OF LOUISIANA BY ANY SUBLETTING OF A CONTRACT IN WHOLE OR IN PART TO ANOTHER.

QUALITY OF WORKMANSHIP AND STOCK: REPRESENTATIVES OF THE STATE SHALL HAVE ACCESS TO THE CONTRACTOR'S OR SUB-CONTRACTOR'S PLANT AT ANY TIME DURING WORKING HOURS TO INSPECT WORK IN PROCESS. HOWEVER, SUCH INSPECTION SHALL NOT RELIEVE THE CONTRACTOR FROM ANY RESPONSIBILITY UNDER THIS AGREEMENT FOR MATERIAL OR WORKMANSHIP FOUND DEFECTIVE AFTER DELIVERY.

ALL ARTICLES FURNISHED AND WORK DONE MUST BE OF A FIRST CLASS QUALITY AND IN ACCORDANCE WITH SPECIFICATIONS AS STATED. THE USE OF POOR TYPE, POOR PRESSWORK OR THE USE OF A DIFFERENT COLOR FROM THAT SPECIFIED, INFERIOR BINDING, INFERIOR QUALITY OR MISMATCHED PAPER

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<p>STOCK, A LESSER GRADE OF PAPER THAN THAT SPECIFIED, OR ANY OTHER DISCREPANCIES WILL BE SUFFICIENT CAUSE FOR THE REJECTION OF THE WORK AND FOR REFUSAL OF PAYMENT THEREOF.</p> <p>THE CONTRACTOR MUST BE ABLE TO FURNISH WITHIN SEVEN (7) BUSINESS DAYS THOSE SUPPLIES NAMED IN THE SPECIFICATIONS, UNLESS A SUBSTITUTION IS APPROVED BY THE OFFICE OF STATE PURCHASING. IF ANY DIFFERENT KIND IS SUBSTITUTED, THE QUALITY SHALL BE EQUAL AND THE PRICES SHALL NOT EXCEED THAT NAMED FOR SIMILAR ARTICLES IN THE SPECIFICATIONS.</p> <p>SUBSTITUTIONS OF PAPER STOCK MADE WITHOUT THE APPROVAL OF THE OFFICE OF STATE PURCHASING WILL BE GROUNDS FOR NONPAYMENT FOR THAT PARTICULAR JOB. THE CONTRACTOR SHALL MAINTAIN RECORDS DOCUMENTING THE SUPPLIES USED AND VERIFY THAT THE PAPER AND PAPER PRODUCTS ARE IN COMPLIANCE WITH THE SPECIFICATION REQUIREMENTS.</p> <p>IN ALL PRINTING, THE ORIGINAL PROOF SHALL BE READ AND CORRECTED IN THE ESTABLISHMENT OF THE CONTRACTOR. ALL TYPESET MATERIAL IS TO BE FREE FROM PRINTER'S ERRORS. HIGH RESOLUTION CONTRACT COLOR PROOF SHEETS OF BOTH SIDES OF THE MAP ARE TO BE FURNISHED TO AND APPROVED BY THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING AND PROGRAMMING, BEFORE PROCEEDING WITH THE FIRST PRINTING. FOR ANY SUBSEQUENT ORDERS DURING THE CONTRACT PERIOD, A TRIMMED AND FOLDED PROOF SHEET OF THE MAP WILL BE SUPPLIED TO THE AGENCY PLACING THE ORDER (THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OR THE OFFICE OF CULTURE, RECREATION AND TOURISM) FOR APPROVAL BEFORE PROCEEDING WITH THE PRINT JOB.</p> <p>ORDERS: THE OFFICE OF CULTURE, RECREATION AND TOURISM AND THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT WILL ISSUE ORDERS DIRECTLY TO THE CONTRACTOR. THE CONTRACTOR SHALL PROVIDE STATUS ON ORDERS WITHIN 24 HOURS WHENEVER REQUESTED. INQUIRES ON WORK IN PROGRESS SHALL BE ALLOWED DIRECT CONTACT WITH PRINTING PERSONNEL.</p> <p>TIME OF DELIVERY: THE CONTRACTOR SHALL DELIVER 50,000 MAPS FOR EACH AGENCY WITHIN THIRTY (30) CALENDAR DAYS AFTER RECEIPT OF EACH AGENCY'S (THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE OFFICE OF CULTURE, RECREATION AND TOURISM) PURCHASE ORDER, AND THE REMAINING MAPS SHALL BE DELIVERED WITHIN NINETY (90) CALENDAR DAYS AFTER RECEIPT OF THE PURCHASE ORDERS. A PENALTY OF \$100.00 PER DAY FOR EVERY DAY OVER THE EXPIRATION OF THIRTY (30) DAYS MAY BE ASSESSED UNTIL THE INITIAL DELIVERY OF 50,000 MAPS IS RECEIVED BY THE AGENCY.</p> <p>AS SOON AS PACKAGING OF THE ORIGINAL ORDER IS COMPLETE, THE CONTRACTOR SHALL PROVIDE 100 FLAT MAPS (NEVER FOLDED) AND ONE CASE OF FOLDED MAPS TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING AND PROGRAMMING, AGENCY CONTACT.</p> <p>DELIVERY: DELIVERY IS TO BE F.O.B. WAREHOUSE/DOCKSIDE, WHICH SHALL INCLUDE ALL COST OF TRANSPORTATION AND DELIVERY. COMPLETED WORK SHALL BE SHIPPED OR DELIVERED PROMPTLY WITHOUT ANY UNNECESSARY OR AVOIDABLE DELAY. WAREHOUSE PERSONNEL WILL BE RESPONSIBLE FOR UNLOADING AND STORING THE MAPS. (THE DOCK HEIGHT AT BOTH WAREHOUSES IS ADEQUATE FOR THE STANDARD TRACTOR/TRAILER DELIVERY TRUCK.)</p> <p>BY ACCEPTING A CONTRACT FOR PRINTING, BINDING, ENGRAVING OR</p>			

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LITHOGRAPHING, THE CONTRACTOR AGREES TO COMPLETE THE WORK AND DELIVER THE GOODS AS SPECIFIED PROMPTLY, SATISFACTORILY AND WITHOUT UNNECESSARY DELAY. THE CONTRACTOR WILL GIVE SAID WORK THE NECESSARY PRIORITY OVER OTHER WORK TO ASSURE TIMELY DELIVERY. THE DIRECTOR OF STATE PURCHASING RESERVES THE RIGHT TO DETERMINE WHAT IS UNNECESSARY DELAYS AND/OR UNSATISFACTORY GOODS. AFTER FULLY HEARING THE REASONS FOR DELAY IN DOING THE WORK, THE DIRECTOR OF STATE PURCHASING MAY FIX A DEFINITE DATE BY WHICH IT MUST BE COMPLETED AND GOODS DELIVERED. IF WORK IS NOT COMPLETED AND GOODS SATISFACTORILY DELIVERED WITHIN THE SPECIFIED TIME, THE DIRECTOR OF STATE PURCHASING RESERVES THE RIGHT TO HAVE THE WORK DONE ELSEWHERE CHARGING THE CONTRACTOR ANY EXCESSIVE COST FOR WORK ABOVE CONTRACT PRICING.

SHOULD IT BECOME NECESSARY TO PURCHASE A CONTRACT ITEM FROM ANOTHER SOURCE, OTHER LEGAL ACTIONS MAY OCCUR AND/OR IMMEDIATE CANCELLATION OF THE CONTRACT COULD RESULT.

AGENCY WAREHOUSE DELIVERY INFORMATION:

OFFICE OF CULTURE, RECREATION, AND TOURISM
950 BRICKYARD LANE, FORMS MANAGEMENT ADMINISTRATION WAREHOUSE
BATON ROUGE, LA 70802

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
7686 TOM DRIVE, WAREHOUSE #32
BATON ROUGE, LA 70806

PRICING: PRICING MUST REMAIN FIRM FOR THE DURATION OF THE CONTRACT. PRICING IS TO BE PER THOUSAND MAPS DELIVERED F.O.B. TO THE SPECIFIED AGENCY ADDRESS FOR THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OR THE OFFICE OF CULTURE, RECREATION AND TOURISM IN BATON ROUGE, LOUISIANA, AND INCLUDES THE COST OF ANY AND ALL NECESSARY PAPER, PHOTOGRAPHIC WORK, PLATES, LITHOGRAPHING, TYPESETTING, FOLDING, BANDING, PACKING, AND SHIPPING CONTAINERS AS SET FORTH IN THE SPECIFICATIONS.

AFTER THE CONTRACT IS AWARDED, THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE OFFICE OF CULTURE, RECREATION AND TOURISM WILL DETERMINE THE EXACT QUANTITY TO BE ORDERED ON THE INITIAL ORDER. QUANTITIES FOR BOTH DEPARTMENTS MAY BE COMBINED IN ORDER TO TAKE ADVANTAGE OF PRICE BREAKS.

INVOICES: INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY, AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE RELEASE ORDER NUMBER, QUANTITY, UNIT PRICE AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.

PAYMENT: STATE AGENCIES ARE DIRECTED TO PAY CONTRACTOR UPON PRESENTATION OF PROPERLY EXECUTED INVOICE AFTER GOODS HAVE BEEN RECEIVED, INSPECTED AND ACCEPTED. THE USER AGENCY WILL BE REQUIRED TO PAY THE AMOUNT OF THE INVOICE WITHIN THIRTY (30) DAYS AFTER ITS RECEIPT. SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION

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<p>OF FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO CONTRACTOR, PROVIDED PROPER INVOICES HAVE BEEN FURNISHED AND APPROVED, ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER.</p> <p>DOWNWARD REVISION: ALL PRICES SUBMITTED AS BIDS IN THIS CONTRACT SHALL BE SUBJECT TO DOWNWARD REVISION, WITH THE APPROVAL OF THE DIRECTOR OF STATE PURCHASING TO CONFORM WITH ANY AND ALL LAWS OR CODES THAT MAY BE ENACTED BY EITHER FEDERAL OR STATE LAW-MAKING BODIES, AND PROMULGATED OR PROCLAIMED BY THE PRESIDENT OF THE UNITED STATES OR THE GOVERNOR OF THE STATE OF LOUISIANA.</p> <p>CANCELLATION OF CONTRACT FOR CONVENIENCE: THE DIVISION OF ADMINISTRATION RESERVES THE RIGHT TO CANCEL THE CONTRACT WITH CONTRACTOR UPON THIRTY (30) DAYS WRITTEN NOTICE.</p> <p>RESERVATIONS: THE RIGHT SHALL BE RESERVED BY THE DIRECTOR OF STATE PURCHASING FOR ALL STATE DEPARTMENTS, BOARDS, AND COMMISSIONS, AND ANY OTHER STATE AGENCY TO WHICH THIS CONTRACT APPLIES TO USE STATE FACILITIES FOR PRINTING, MULTILITH, MIMEOGRAPHING AND SIMILAR WORK RATHER THAN PURCHASING UNDER CONTRACT.</p> <p>IN CASE OF ANY EMERGENCY, WHEN DELIVERY IS REQUIRED BEFORE ANY DATE OR A DATE FIXED BY THE CONTRACT(S) OR THE CONTRACTOR CANNOT MEET THE REQUIREMENTS, THE DIRECTOR OF STATE PURCHASING RESERVES THE RIGHT TO SECURE BIDS FOR PRINTING FROM PERSONS OTHER THAN THE CONTRACTOR, OR CONTRACTORS, AND TO PURCHASE FROM ANY OTHER SOURCE HE MAY DEEM FIT WITHOUT LIABILITY EITHER ON THE PART OF THE STATE OF LOUISIANA OR THE CONTRACTOR OR CONTRACTORS.</p> <p>INSPECTION AND ACCEPTANCE: UPON DELIVERY OF MAPS, INSPECTION WILL BE MADE AT THE POINT OF DELIVERY. ACCEPTANCE WILL BE MADE AFTER INSPECTION DETERMINES THAT ALL REQUIREMENTS OF THE SPECIFICATIONS AND THE PROPOSAL HAVE BEEN MET.</p> <p>COPIES OF THE MAP THAT ARE SOILED OR FOR ANY OTHER REASON SUCH AS INFERIOR PACKAGING, PRINTING OR FOLDING, AND PRESENT AN APPEARANCE OF OTHER THAN ONE OF THE VERY FINEST QUALITY, WILL BE REJECTED AS UNACCEPTABLE BY THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND OFFICE OF CULTURE, RECREATION AND TOURISM.</p> <p>WITH EACH ORDER, A RANDOM COPY MUST BE SELECTED AND MAILED TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF PLANNING & PROGRAMMING OR THE OFFICE OF CULTURE, RECREATION AND TOURISM. ALL RANDOUM COPIES SHOULD CONSTITUTE A PART OF THE TOTAL QUANTITY ORDERED, AND NO ADDITIONAL CHARGE WILL BE ALLOWED. THE CONTRACTOR SHALL CHOOSE COPIES FROM EACH DIFFERENT PRINT RUN AND VERIFY IN WRITING THAT COPIES WERE SELECTED AS STATED. VARIATIONS OF COLORS OR PAPER STOCK THAT DO NOT MEET SPECIFICATIONS WILL BE UNACCEPTABLE.</p> <p>PROPERTY OF THE STATE: ALL MATERIALS FURNISHED BY THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OR THE OFFICE OF CULTURE, RECREATION AND TOURISM SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND HE SHALL USE EVERY PRECAUTION TO PREVENT DAMAGE TO THESE WHILE IN IN HIS</p>			

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POSSESSION. MATERIALS DAMAGED OR OTHERWISE AFFECTED BY FAULTY WORK, SHALL BE REPLACED BY THE CONTRACTOR AT HIS EXPENSE. THESE MATERIALS SHALL BE RETURNED PROMPTLY TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND/OR THE OFFICE OF CULTURE, RECREATION AND TOURISM AT THE TIME OF COMPLETING THE REQUIRED PRINTING AND THE FINAL ACCEPTANCE OF THE FINISHED MAP.

ALL DIGITAL MEDIA, ART, FILM, MATERIALS, SPECIAL PLATES AND/OR DIES PRODUCED BY THE CONTRACTOR ARE TO BECOME THE PROPERTY OF THE STATE OF LOUISIANA. THE CONTRACTOR WILL BE RESPONSIBLE FOR STORING THESE AND WILL RETURN THEM TO THE USER AGENCY WHEN REQUESTED, WITHIN THREE (3) TO FOUR (4) WORKING DAYS. THE CONTRACTOR WILL NOT DISPOSE OF ANY MATERIALS WITHOUT OBTAINING WRITTEN APPROVAL FROM THE USER AGENCY. IF AT ANY TIME THE CONTRACTOR CANNOT PROVIDE THE MATERIALS OR PROOF THAT THE MATERIALS WERE RETURNED TO AND RECEIVED BY THE AGENCY HE WILL BE REQUIRED TO RECREATE THE MATERIALS AT HIS EXPENSE.

OVERRUNS AND UNDERRUNS: UNDER ORDINARY CONDITIONS, THE OFFICE OF STATE PURCHASING WILL APPROVE AN OVERRUN OR AN UNDER RUN NOT TO EXCEED:

5,000 TO 50,000	10%
50,000 TO 100,000	8%
100,001 TO 300,000	4%
300,001 TO 500,000	3%
500,001 AND OVER	2%

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SCOPE OF CONTRACT

SUBMITTAL OF ANY TERMS AND CONDITIONS CONTRARY TO THOSE OF THE STATE OF LOUISIANA MAY CAUSE YOUR BID TO BE REJECTED. BY SIGNING BELOW, TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN YOUR BID ARE NULLIFIED, AND CONTRACTOR AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

BIDDER SIGNATURE

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AWARD FORMULA: AWARD TO BE MADE TO THE OVERALL LOW BIDDER MEETING THE WRITTEN SPECIFICATIONS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO DELETE LINE ITEM(S) FROM AWARD.

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THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.

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AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.

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SUCCESSFUL VENDOR IS TO KEEP A RECORD OF ALL ORDERS ISSUED AGAINST

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<p>THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, THE VENDOR IS TO BE PREPARED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT.</p> <p>THE USAGE REPORT IS TO INCLUDE THE VENDOR'S NAME, PHONE AND FAX NUMBERS, THE PERSONS WHO COMPILED THE REPORT AND A SUMMARY "BY LINE ITEM" INDICATING QUANTITY PURCHASED.</p>			

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: OFFICIAL LA HIGHWAY MAP				
00001	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 50,000 TO 99,999	1	M		
00002	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 100,000 TO 149,999	1	M		
00003	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 150,000 TO 199,999	1	M		
00004	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 200,000 TO 249,999	1	M		
00005	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 250,000 TO 299,999	1	M		
00006	COMMODITY CODE: 966-54-000000	1	M		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 300,000 TO 399,999				
00007	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 400,000 TO 499,999	1	M		
00008	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 500,000 TO 599,999	1	M		
00009	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 600,000 TO 699,999	600	M		
00010	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 700,000 TO 799,999	1	M		
00011	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 800,000 TO 899,999	1	M		
00012	COMMODITY CODE: 966-54-000000	1	M		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 900,000 TO 999,999				
00013	COMMODITY CODE: 966-54-000000 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 1,000,000 AND ABOVE	1	M		
00014	COMMODITY CODE: 966-54-000000 TYPESETTING ALTERATIONS	1	LINE		
00015	COMMODITY CODE: 966-54-000000 NEGATIVE ALTERATIONS, AFTER PROOFS	1	SQIN		
00016	COMMODITY CODE: 966-54-000000 ARTWORK CHARGE	1	HOUR		